

SUBJECT	ISSUED BY	EFFECTIVE DATE
BEAUTIFICATION COMMITTEE BY-LAWS	CITY COUNCIL	OCTOBER 3, 2005

POLICY STATEMENT:

The Burlingame Beautification Committee has been created as an advisory committee by the City Council to review potential code violations and make recommendations to the City Administrator and City Council regarding code updates, enforcement, and incentives.

PROCEDURE:

The following items are guidelines for the committee to organize and conduct business to make recommendations to the City Administrator and City Council as deemed necessary by the City Administrator and/or City Council.

1. The Committee will be comprised of seven (7) members. The Committee shall be composed of five (5) members appointed by the City Council on rotating two (2) years terms, the City Administrator, and the Chief of Police. All members shall have full voting rights. Members of the committee shall own property or reside within the city limits of Burlingame and shall not be employed by the City of Burlingame.
2. If a member misses more that twenty-five percent (25%) of the meetings, the City Council may remove the member from the committee. The City Council shall then replace the member with a new person to fulfill the remainder of the member's term.
3. If the behavior of a member of the committee becomes unacceptable to the City Council, the City Council reserves the right to remove that member and shall replace that member at the earliest possible convenience.
4. In January of each year the Committee shall appoint a chair and vice-chair for a one (1) year term.
5. The City Administrator, or his/her appointee, shall act as a liaison between the Committee, the Council, and the staff.
6. The Committee shall typically meet on the third (3rd) Thursday of each month at 4:00pm at the Burlingame City Hall.
7. The Chair of the Committee shall be responsible for the following:

- Running the meetings in an orderly and efficient manner.
 - Submit recommendation to the City Administrator for consideration by the City Council. The City Administrator will be responsible for placing the item on the next available agenda.
 - Present recommendation to the City Council.
8. The Vice-Chair of the Committee shall be responsible for the following:
- Fill in for the duties of the Chair in the absence of the Committee Chair.
9. The staff liaison of the Committee shall be responsible for the following:
- Create the agenda.
 - Take notes and record all meetings.
 - Type minutes and submit them within five (5) working days to the City Clerk for filing and posting on the Town's web site.
 - Submit the tape recording of the meeting to the City Clerk for retention by the City.
10. The staff liaison shall prepare an agenda listing the properties up for review and mail to the committee members on the Friday before the meeting date. The agenda will list each address to be discussed with a brief description of the potential code violation.
11. Committee members are required to personally drive by each address on the agenda to evaluate the condition for themselves. This will prepare the committee to discuss the issue at the meeting and determine if the concern is a violation of the code.
12. The committee shall discuss each item on the agenda. The committee shall operate under the same rules of order as the City Council regarding motions, seconds, and voting. Potential outcomes of votes shall include one of the following:
- The item is a violation.
 - The item is not a violation.
 - The item may be tabled for additional information from the staff liaison.
13. If the item is determined to be a violation by a majority vote of the committee, the issue will be turned over to staff for processing and abatement.
14. If the item is determined to not be a violation by a majority vote of the committee, the issue will be entered into the record and dropped.
15. If the item is tabled, staff will gather the necessary information and present it at the next meeting.

16. The Committee shall review and make recommendation to the City Administrator regarding potential changes to the Burlingame City Code.
17. The Committee shall make recommendations to the City Administrator for potential incentive programs to help make the community look better.
18. The Committee shall review and make recommendations to the City Administrator regarding the appearance of City owned and/or maintained properties.
19. If the Committee wishes to seek legal advice regarding committee business, the Chair shall contact the City Administrator with the question or questions for the City's attorney.

Approved By: _____
William Kraus, Mayor